Election Procedure Handbook

Statewide Elections

October
Notify WEA President, Director of Support Services of need to meet to obtain vacancies for WEA positions, dates/timelines for election process, terms, etc. for upcoming election material preparation.

November
For those who have announced that they are running for a WEA Office we send out a letter from the President with the WEA Board Policy-Policy 1-12-WEA Privacy/Use of Information Policy, and the WEA Board Policy-Policy 9-2-Internal Agreement for Provisions of Rosters/Mailing Labels. Currently the cost is $50.00 for both the roster and the mailing labels.

December
Begin prep for elections. Send list of open offices to Board of Directors for verification.

Notify Local Presidents of nominations deadline for WEA News.

January
Provide Director of Support Services At-Large delegate allocations, nominations and selections and names. Do all non-local affiliate members counts for ESP, Admin. and Higher Ed.

By the 28th of the month we send out a letter to all WEA Board of Directors, WEA Local Presidents, WEA Nominations & Elections Committee and WEA Staff with the following information:

- ✓ Enclosed with the Letter from the WEA President
- ✓ Vacancy Postings
- ✓ Election Guidelines
- ✓ Current year NEA-RA Allocations (Director of Support Services supplies this)
- ✓ WEA Board Job Description
- ✓ State Petitions for Nomination
- ✓ Candidate Biographical Form

February
Receive Petitions for Nominations by deadline, by postmark, or hand delivery date. Contact each potential candidate who did not sign their form to validate desire to run.

On either February 15, or February 16 send an email to the WEA President letting her/him know what positions in each Local has either ONE Delegate or NO Delegates yet. Then WEA President will notify the Nomination and Election Committee.

Notify WEA Communications Director of candidates for the spring issue of WEA News.

March

- Print copy of all candidates for WEA President (In Word)
- Prepare ballots and run packets to be taken to DA for distribution, have WEA President proof all ballots and comments of packet.
- Update distribution sheet counts in Excel
- Order/print labels for all no local i.e. WEA, Misc's, Retire, NEA Inactive Life, Students, Higher Ed with no local affiliation. Affix to #10 envelopes, keep in batches so mail appropriate labels with correct ballots.
- Prep Ballot Designee signature form for DA

March/April

- Distribute ballots at DA, second meeting, lunch break. Monday following DA, mail all Retired Students, Higher Ed and no local individual ballots, as well as any ballots not picked up at DA.
- Locate Retired volunteers to work with Elections Canvassing Committee to count ballots.

April/May
Count ballots; notify WEA President of results so winning candidates can be notified in person. Not-so-lucky candidate are notified by mail.